How to Upload and View Your Documents in ACT

1 Click the Upload (paper with up arrow) button to submit an image of a document.

2 Click the View (magnifying glass) button to view your document.
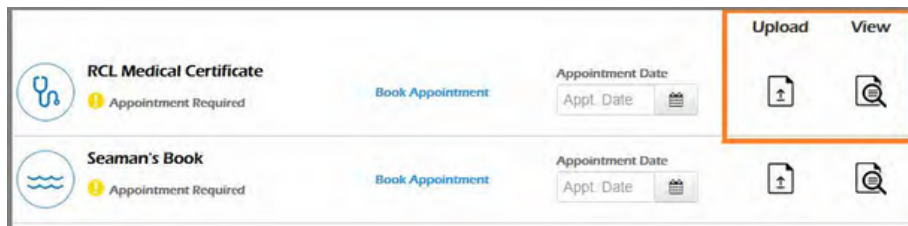
ACT Document Status

Refer to the color-coded status guide to track the status of your requirements.

- Yellow – Document Not Submitted (a required document has not yet been uploaded)
- Yellow – Appointment Required (an appointment needs to be scheduled for you to obtain the document)
- Orange – Pending Document Approval (your document will be validated by your Onboarding Associate)
- Red – Document Rejected (your uploaded document is invalid and has been rejected by your Onboarding Associate)
- Green – Completed (your document has been verified as valid for your assignment)

Important Reminders:

For any rejected documents, you will receive an email stating the reason for the rejection.

An uploaded document will be validated within three (3) business days. Please monitor your document status regularly.

For COVID-19 vaccine records, you will receive an email regarding the status of your vaccine. To go back to the Assignment Confirmation Tool, go to the RCLCrewTravel homepage > click
on My Travel Details > Assignment Confirmation.